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| Policy Name: | Policy for Off-Campus Trips and Activities | | |
| Associated Form(s): | 1. Off-Campus Activity and Roster Form 2. Student Voluntary Participation Waiver, Release and Emergency Contact Form | Policy Number: | 2023-24 |
| Reviewed: | Non-Academic Policy Committee | Approved: | August 17, 2023 |
| Approval Authority: | President <i>Ausan Parish</i> | Adopted: | |
| Responsible Executive(s): | 1. Vice President for Student Affairs 2. Provost | Revised: | N/A |
| Responsible Office(s): | 1. Student Affairs 2. Provost | Contact(s): | 1. Associate Dean of Student Affairs 2. Associate Provost |

I. Policy Statement

This policy provides recommendations relating to pre-departure information, safety, and health, as well as response protocols should there be an emergency while Mercy students are traveling off-campus for Mercy sponsored activities, including but not limited to academic and student affairs-related programming, activities, and events. This Policy also applies to Mercy sponsored programs for high school or younger students. Short-Term-Faculty-Led- Study Abroad and Experiential Learning Programs, as well as athletics department programs, have separate policies and forms.

For the purposes of this Policy, an off-campus Mercy sponsored activity is defined as any group of students leaving campus for a University sponsored or supported activity. All such activities must have a designated leader, who is a faculty or staff member.

II. Pre-Departure Procedures

The designated leader will provide the appropriate office with an Off-Campus Activity Form. For field trips relating to academic programs, the appropriate office would be the Office of the Dean for the program. For all other trips the appropriate office is The Office of Campus Life. Said form must be submitted at least two weeks prior to departure if any of the following conditions apply:

1. The activity requires an overnight stay
2. The activity involves a hazardous component or has a risk of danger or injury
3. The activity is organized by a member of Mercy's staff or faculty for Mercy students, whether or not it is directly related to a class.
4. The activity is coordinated by a Mercy Student Organization

At least one business day before the departure, the leader of the activity shall provide a copy of each participating student's (including the student leader's) individual waiver. The relevant office shall maintain copies of the roster and waivers for a period of one year.

Note that faculty and staff members shall not use their own vehicles to transport students. Students who choose to drive to activities or events do so at their own risk. Public transportation is recommended for all events that are local. *Mercy's Vehicle Use Policy* governs the use of Mercy University vehicles and rental cars and should be consulted regarding travel.

It is required that the trip's leader maintain a copy of the participants' individual waivers and bring forms to the activity as they contain the participants' emergency contacts. Waivers may be shredded and disposed of properly at the completion of the activity.

Should there be an emergency that is serious/life threatening during the activity, the leader should immediately call 9-1-1. Once the situation is stabilized, the leader should call the office to which they submitted the Student Off Campus Activity Information and Roster Form. The Office will then notify Student Affairs and any other office that they believe to be appropriate, and the group will then develop a plan of action.

Should there be an emergency that is not life threatening but of concern, the faculty advisor for the organization sponsoring the activity should be the first point of contact. Said advisor should notify the appropriate Mercy staff to develop a plan of action.

Upon return to campus the trip leader should notify the relevant office that activity is over.

Student Voluntary Participation Waiver, Release, and Emergency Contact Form

Student Name _____ **CWID** _____

Address _____

Cell phone/ contact _____ **Email** _____

Activity Description _____

Designated Leader _____

Date(s): _____

I, the undersigned, voluntarily wish to participate in the off-campus activity outlined above. In consideration for being permitted to participate in the off-campus activity, I hereby represent and agree to the following:

1. At all times while engaged in the off-campus activity I will comply with all Mercy policies and procedures as laid out in the Mercy Student Off Campus Activities and Trips Policy and the Mercy Student Handbook.
2. I understand that participation in the off-campus activity may involve risks and hazards. I am fully aware of and voluntarily assume these risks and hazards. I have sought additional information where I felt it appropriate and I now acknowledge, accept, and assume all such risks and hazards whether or not they were foreseeable and whether or not they were caused by the negligent or intentional acts or omissions of those associated with Mercy or others.
3. I hereby release Mercy University and its servants, agents, employees as well any student organization and/or related entity of Mercy that organized, sponsored and/or funded this off-campus activity from any and all liabilities, claims, demands, actions, and cause of action whatsoever arising out of or related to any loss, damage, injury or death to me or others or to any property belonging to me or others whether such injury or damage stems from negligence or an intentional act.
4. I assume full financial responsibility for all costs and expenses incurred by me as it relates to damage or destruction to property of third parties that I may cause in the course of the off-campus activity.
5. In the event that I am injured or ill and my emergency contact is not reachable, Mercy University and its representatives are authorized to act on my behalf and make decisions relating to my treatment that they believe necessary and appropriate at my expense.
6. My emergency contact information is listed below:

Name _____

Relationship _____

Cell Phone number _____

I have read this waiver and release. I fully understand it and voluntarily sign it with the intention of being bound by its terms. This waiver and release, along with Mercy's Policy for Off Campus Activities and Trips and Mercy's Student Handbook, represents my complete understanding with Mercy concerning both Mercy's and my own responsibilities and liabilities for my participation in this off-campus activity.

STUDENT SIGNATURE DATE

PARENT SIGNATURE DATE
(Required if student is under 18)